

MEMORANDUM

TO: Steve Ehlmann, County Executive

FROM: Tracy Bayne, Acting Director of Finance *TAB*

DATE: September 7, 2022

RE: **Change Order #1 – Aspire Construction Services LLC**  
**RE: 22-115 Municipal Court Lobby Remodel**

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Attached please find Change Order #1 in the amount of **\$16,750.00**, to the contract with **Aspire Construction Services, LLC** for the removal of additional florescent light fixtures and to provide and install LED light fixtures that were not originally included in the original bid scope of work. This change order increases the total amount of the contract to **\$144,140.00**

Original Contract	\$ 127,390.00	
Change Order #1	\$ 16,750.00	[13.15% increase]

This change orders exceeds 10% of the original contact total. This change order requires approval of the County Council as per 135.430 OSCCMo.

The account number that will be charged for this purchase is 3019800-47738.

Enclosure  
km



Christine Ramsdell  
Director of Facilities Management

TO: Members of the County Council  
Steve Ehlmann, County Executive

CC: Donna Vogt, Executive Assistant to the County Council  
Joann Leykam, Director of Administration  
Bob Schnur Assistant Director of Administration  
Rory O'Sullivan, Interim County Counselor

FROM: Christine Ramsdell, Director of Facilities Management

DATE: August 24, 2022

SUBJECT: Municipal Court Lobby Remodel Change Order #1

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St. Charles County has submitted for Council approval of project 22-115 to award Aspire Construction Services to remodel the lobby of the Municipal Courts Building. This project scope did not include replacing lighting in the larger area of the lobby and overall courtroom that are not being modified. During the bid walk through we identified areas where new lighting could improve the overall function and feel of the building, as well as reduce the utility use. Upon bid submission, two of the vendors included the optional cost to upgrade the lighting as discussed in the bid walk-through. Since this cost was not part of the original scope, it is a change order. Even with the additional change order, Aspire Construction was the lowest and best contractor for the project. This change order #1 includes the following changes.

LED Lighting Replacement

Remove 82 2x4 florescent light fixtures and replace with LED light fixtures. This project is eligible for an Ameren UE energy savings credit, which is estimated at \$2,000.00. The County will apply for this rebate directly as part of the project effort. The change order value does not include the rebate value.

The original contract value is \$127,390.00. Below is a breakdown of the project costs to outline the Change Order #1 value.

Original Contract -	\$127,390.00
Change Order #1 -	\$ 16,750.00
Total new Contract Value -	\$144,140.00 (13.15%)

The total value of this project continues to be under the \$150,000 approved budget allocation.

Sincerely,

A handwritten signature in black ink, appearing to read "Christine Ramsdell".